



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (RISK ASSESSMENT ANALYST)

SALARY RANGE:	Range A: \$4,600 - \$5,758 per month* <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Limited Term/Full-Time* <small>*This is a Limited Term appointment with the potential of becoming permanent.</small>
PROGRAM/DEPARTMENT:	Health & Safety - Administrative Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: The Associate Governmental Program Analyst (AGPA)/Risk Assessment Analyst in the Health and Safety Office is responsible for attending safety meetings as the representative of the Health and Safety Office in all programs of the facility. The AGPA makes recommendations to Program Managers and Department Heads regarding safety issues/concerns and brings forward unresolved issues to the Facility Safety Committee; develops monthly training for SDC staff that is OSHA required; conducts bi-monthly New Employee Orientation; tailors to special requests and other safety training needs for the facility as needed; participates and takes minutes in the Emergency Preparedness Committee. Other duties include coordinating and conducting ergonomic evaluations and making safety recommendations to employees, Program Managers and Department Heads; functions as a backup to the Return To Work Coordinator, processes doctors notes, reviews State Compensation letters with employees, processes limited duty agreements; enters data into the WCCMS database; reports the work status of injured employees to Human Resources, Managers, Department Heads, and the State Compensation Insurance Fund. The incumbent is also responsible for coordinating alternative limited duty assignments of Administration Personnel and develops and maintains contracts for annual fit testing, physicals for asbestos, DMV, Firefighters and the Office of Protective Services.

WHO MAY APPLY: Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Examination Unit, Room #124
Porter Administration Building (PAB)
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6536 Contact Susan Albrecht for questions specific to duties of the position. Civil service eligibility will be determined by the selection analysts in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.